



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

Position: Assistant Director, Compliance (Executive)
Division: Compliance

Location: Tumwater, WA
Notice: EMS 06-0003

Opens: May 19, 2006
Closes: June 8, 2006

This position is exempt from the state civil service system (RCW 41.06) and serves at the pleasure of the Department Director.

Compliance Division Profile:

Located on the Puget Sound's southernmost tip, Olympia is home to the state capitol. Here you will find a city rich in history, culture and natural beauty. Due to Olympia's location on Puget Sound and its easy access to the Cascade Mountains, Olympic Peninsula and the Pacific Ocean, the outdoor activities are endless. Being only 60 miles south of Seattle, many cultural and sporting events are within easy driving distance.

Under the direction of the Senior Assistant Director - Operations, the Assistant Director of Compliance plans and directs a statewide program that collects \$500 million per biennium through 176.5 FTEs assigned to delinquent account collection, tax discovery and field office taxpayer education and service in the Department of Revenue.

Primary Duties:

Oversee and provide leadership to division management team and staff. The Assistant Director of Compliance has the responsibility for delinquent account collection, tax discovery and field office taxpayer education and service administration statewide. This responsibility includes, but is not limited to the following:

- Directs the development of policies, procedures, and practices including those required to meet complex legal requirements in the collection of state tax receivables.
- Develops and administers the department's policies and practices relating to compromise settlements with taxpayers and application or waiver of penalties and interest on taxpayer debts.
- Develops and administers policies relative to collection of accounts receivable in economically distressed areas or industries facing significant adverse economic conditions.
- Represents division on multi-divisional or agency wide projects. Commits division resources agency-wide.

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

**WORKING TOGETHER
TO FUND
WASHINGTON'S
FUTURE**

- Approves payments negotiations on high dollar or highly sensitive accounts.
- Approves cooperative programs and joint actions with other agencies.
- Directs utilization and prioritization of staff, facilities and resources.
- Approves personnel action requests, including hiring and promotion of staff.
- Administers division budget.
- Discipline action up to and including dismissal on personnel issues.
- Authorizes purchase or major repair expenditures to offices and equipment.
- Other duties as assigned.

Compensation:

\$77,526 - \$93,032 annually (EMS 4), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Qualifications (Knowledge, Skills & Abilities):

This position requires a command of management principles, communication techniques, the Revenue Act of 1935, Civil Service Rules, Collective Bargaining Agreement, Administrative Procedures Act, American Disabilities Act, Affirmative Action, Fair Labor Standards, Equal Employment Opportunity, Family Medical Leave Act, and diversity. Highly skilled in motivating, mentoring, human resource management, organization, training, public speaking, facilitation, news media interactions, decision making, meeting management and negotiation related to tax or employee issues. Working knowledge of rules and laws of other state and federal agencies. Highly skilled in maintaining and improving interagency cooperation and interaction. Influences state policy regarding bankruptcy cases and overall collection practices.

The successful candidate should have at least a Bachelor's degree involving major study in business administration or closely allied field and five years of management/leadership experience in tax or related field.

How to Apply:

Submit a letter of interest addressing your experience and qualifications relevant to the position; state application; and a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if

applicable), and one person outside your immediate work environment. You can find a blank state application form at:

<http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc>

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit application materials by one of the following options:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted. The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.